
**UNIVERSITY
OF
NORTH ALABAMA
TRAVEL POLICY**

Updated October 2023

Table of Contents

I. INTRODUCTION

1. General information and definitions
 - a. Travel status
 - b. Claim for travel expenses
 - c. Documentation for reimbursement
 - d. Approval of travel reimbursement
 - e. Exceptions
2. Travel reimbursement for Executive Officers
3. Contract and grant travel reimbursement
4. Travel during professional development leave
5. Travel Expenses Advancement
6. Multiple Reimbursement Channels
7. Generally Prohibited Expenses
8. Special Travel Requirements
9. Early Arrival / Late Departure
10. Interrupted Travel
11. Cancellation of Trip

II. TRANSPORTATION EXPENSES – MODE OF TRAVEL

1. Air
2. Taxi
3. University Owned Vehicles
4. Privately Owned Automotive Transportation
5. Rented Vehicles

III. IN-STATE TRAVEL

1. Reimbursement Restrictions
2. Overnight
3. Minimum time from base restriction
4. In-state travel greater than six(6) hours but not overnight
5. Waive Per Diem

IV. OUT-OF-STATE TRAVEL

I. INTRODUCTION

The travel policies of the University of North Alabama have been developed in accordance with Alabama law and Internal Revenue Service regulations and guidelines. These policies cover University employees, students and others who travel on approved, official University business.

At a minimum, employees must obtain prior approval of the immediate supervisor before traveling or obligating University funds. Some types of travel require additional authorization.

When traveling at the University of North Alabama's expense, University employees should, in all cases, seek to obtain the lowest possible fares and rates by scheduling their travel in a manner that will be the most economical to the University. Personal travel for side trips is not reimbursed. It is the employee's responsibility to obtain proper documentation of the travel costs when seeking reimbursement for incurred expenses.

In all cases, there must be a clear, documented business purpose for travel. Excessive or unjustifiable costs are not acceptable and will not be paid by or reimbursed from university funds.

1. General

- a. Travel Status - Employees are in travel status when they leave their base. Base is defined as the employees' primary residence or work location whichever is closest to the travel destination. Work location is defined as the office location to which an employee is assigned.
- b. Claim for Travel Expenses – Claim forms for In-State/Out-of-State Travel Expenses are used to record all reimbursable employee travel costs and note University paid travel costs. All claims for travel reimbursement must be made on an In-State or Out-of-State travel form. These forms are located at <http://www.una.edu/controller/index.html>. Requests for reimbursement should be submitted within sixty (60) days after completion of the trip. Original itemized receipts and other documentation of the total costs of the trip must be submitted along with the claim form. When a trip includes both in-state and out-of-state travel, the entire trip should be reported on the out-of-state travel form with actual expenditures claimed.

If the claim form is submitted more than 60 days after the traveler's return, the reimbursement may become taxable income to the employee. Federal tax regulations require that substantiation of reimbursed expenses be made within a reasonable period. Under IRS safe-harbor guidelines, that period is 60 days. Tax

withholding will be made from a subsequent salary payment.

The form must be signed on the line marked “Traveler’s Signature” by the employee who traveled and is seeking reimbursement. The employee’s signature

at the site for an additional night. As a general rule, the University will not reimburse travel earlier than the day before or the day after a meeting/conference.

9. Interrupted Travel - The employee assumes all additional costs associated with deviating from the official travel itinerary if the employee interrupts the official travel for reasons of personal convenience.

10. Cancellation of Trip – The traveler is responsible for obtaining credit for all expenses.

Please contact the Controller's Office at ext. 4260 (e C)-7 (o)-olnh9ntac0.0043e5.004p1dfL1 0 Td{ifL1 0 T

When two or more passengers travel in one private automobile on official University business, only one employee may claim reimbursement for mileage.

When University-owned or private automobiles are used for official travel, any legal parking/or toll charges incurred are reimbursable.

Reimbursement for round trip mileage cannot exceed the cost of a roundtrip flight. The employee will be reimbursed at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.

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III. IN-STATE TRAVEL

1. Reimbursement Restrictions - The guidelines for In-State travel reimbursements are governed by the Code of Alabama 1975, 36-7-20 through (I)-20 (I.)

signed statement waiving the meal allowance.

Only an employee may decide to waive per diem. A University department may not force an employee to waive per diem.

When an employee's travel expenses are less than the per diem allowance, the employee may choose to be reimbursed for the actual cost of travel. In this case, a signed statement

waiving the per diem

reimbursed up to a maximum of \$150.00.

Baggage fees charged by airlines may be reimbursed for up to two bags each way unless there is an approved business reason for carrying additional bags.

V. INTERNATIONAL TRAVEL

Travel is considered international when it occurs anywhere outside the United States or its territories.

1. Travel Claim Forms - Requests for reimbursement for international employee travel should be submitted on the Claim form for Out-of-State travel expenses. All costs listed on the travel claim must be recorded in U.S. Currency and the exchange rate stated on the claim form.

Currency exchange fees may be claimed only when you are required to convert to/from U.S. currency. You may not claim reimbursement for losses due to currency conversion.

Note: American Express Corporate Card is not a (S)F3 (a) 1 (d) (1) (3) (c) (1) (A) (i) (e) (e) (3) (D) (2)

international travel reimbursement.

VI. NON-EMPLOYEE

FREQUENTLY ASKED QUESTIONS

1. Why do we only receive \$85 or \$100 per day to cover room & board for in-state travel?

Answer: This is set within the Alabama Constitution and is a law. It is applicable to ALL state employees. You may receive actual expenses if you obtain prior approval from your Executive Council Member in writing.

2. If I have a situation where I have a bill for a hotel stay that is over \$100 (e.g., \$150) and I have a receipt for the bill, can I be reimbursed for the full amount?